



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

30 MAR 2007

ATZT-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #60-07, Initial Entry Training (IET) Fill Procedures

1. REFERENCES.

- a. AR 612-201, Initial Entry/Prior Service Trainee Support (RCS, MILPC-17 (R1)), 24 Apr 1987.
- b. TRADOC Regulation 350-6, Initial Entry Training (IET) Policies and Administration, 30 Dec 2005.
- c. Fort Leonard Wood Regulation 350-6, Initial Entry Training (IET) Policies and Administration, 17 Jul 2002.
- d. TSP 071-D-2383W, Reception and Integration Day Procedures, 27 Feb 2006.

2. PURPOSE. To establish standard IET fill procedures for Fort Leonard Wood training brigades and the 43d AG Battalion (Reception).

3. COMMAND GUIDANCE.

- a. No IET Soldier should remain longer than 4 working days at the 43d AG Battalion. Pickup time will be between 1200 and 1400. They can leave sooner, but not later (i.e. they should be picked up as soon as they finish processing at the 43d). There are exceptions that can be coordinated with the Directorate of Plans, Training and Mobilization (DPTM).
- b. I should be notified immediately if more than 100 hold unders are at the Reception Battalion.
- c. Training brigades will pick up Soldiers daily who have completed their initial processing until they meet their maximum authorized fill per this SOP.
- d. Units will not fill when there are less than 100 Soldiers unless the next class start date for those Soldiers is more than 10 days out.

4. IMPLEMENTATION GUIDELINES.

- a. Fill policy will apply in both normal operations and summer surge periods.
- b. The US Army Maneuver Support Center and Fort Leonard Wood DPTM have the authority to authorize transfer of IET Soldiers from reception to training units in excess of the max "fill" of a unit.

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- c. Units will take "fill" for the Basic Training (BT) phase IAW the table below.

Unit	Max Fill
CM/BCT	240
EN	202
MP	220

d. The One Station Unit Training (OSUT) units receive Military Occupational Skills (MOS) priority/integrity for their fill to increase branch/cultural identity.

- e. Hard starts, up to 110% of fill capacity, will be accepted by units until training day seven.

f. The DPTM Training Division will conduct weekly, or as required, fill meetings with the training brigades, 43d, and directorates to determine requirements and coordinate requests for deviation. These fill meetings will identify potential problem areas and reallocated hold under missions as required.

#### 5. UNIT RESPONSIBILITIES.

a. All BT/OSUT units must pickup on processing day 4 and each day after until they reach maximum fill training number IAW the schedule as published by the DPTM.

b. Training brigades will accept hard start fills up to training day seven as late arrivals.

c. Submit any deviation requests through DPTM to the Chief of Staff for approval.

d. Training units will accept any Soldier cleared by the 43d AG Battalion to fill (this includes medical and dental clearances provided by the General Leonard Wood Army Community Hospital (GLWACH)).

e. Units will be responsible for the 1-1-1 assessment and Drill & Ceremony training missions formerly conducted at the Reception Battalion.

f. Training brigades may have a hold under mission. Training brigades are required to pick up fully processed Soldiers from the 43d AG Battalion (Reception) as directed by the DPTM. The DPTM will reallocate billeting as needed for holdunders.


g. Soldiers who are not medically cleared for training, or are otherwise disqualified from shipping to training brigades, will be retained at 43d AG Battalion and processed for discharge or other appropriate actions.

6. SUPERSESSION. This command policy is in effect until superseded or rescinded and supersedes all previous policies, directives, and/or Standard Operating Procedures.

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7. PROPONENCY. The proponent for this policy is DPTM.



WILLIAM H. MCCOY  
Major General, USA  
Commanding

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